



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Approve Implementation of a Standard City-wide 9/80 Work Schedule for City Offices

MEETING DATE: February 16, 2011

PREPARED BY: City Manager

RECOMMENDED ACTION: Approve implementation of a standard city-wide 9/80 work schedule for City offices.

BACKGROUND INFORMATION: City employees have asked for a modified work schedule that is common for government agencies, the "9/80" schedule. A 9/80 work schedule is one in which the work schedule remains 80 hours within a two-week pay period, but employees work nine days rather than 10. City offices would be open and available to the public from 7:30 a.m. to 5:30 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on one Friday and closed the second Friday. The result would be that City offices will be closed three Fridays a month, two as a result of the 9/80 schedule and one from our current furlough program.

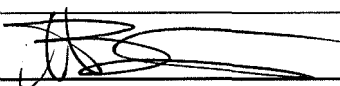
Currently, there are a number of different schedules in effect within the City. Some Electric Utility and Public Works staffs are already using a 9/80 schedule. Additionally, alternative schedules are used in the Police and Fire departments. Exhibit "A" attached reflects the various work hours by department.

The 9/80 schedule has been used by local governments in California for the past 20-plus years. In Bay Area and Southern California cities, the schedule is used to offset the number of commute days, which is an air quality benefit. Within San Joaquin County, Lodi and Escalon are the only cities not on this schedule. Over the years, a number of surveys have been conducted by cities to determine customer satisfaction. Generally most people see the extended hours Monday-Thursday as a benefit as it allows them to access services outside of the standard eight-hour day. Internally, we would expect to see better morale as well as recruitment efforts.

Overall, we expect the primary benefits as follows:

- Increase in customer service and access to service: Monday through Thursdays have proven to be our busiest days for both walk-in visits as well as phone calls. Fridays are routinely slower.
- Improve air quality/congestion management: Commute trips will be reduced with City offices being closed an additional two days a month, helping the City meet new Air District rules for large employers.

APPROVED: _____


Konradt Bartlam, City Manager

- Reduced use of overtime and sick leave: With an additional hour a day, we would expect to see a reduction in overtime. This **is** particularly true in the departments that have a customer service counter where it is routine to see people being assisted after 5 p.m. Additionally, those cities that are using a 9/80 work schedule have seen a reduction in sick leave usage. This is primarily due to people scheduling their doctor's appointments on their ~~off~~ Friday.
- Reduced utility costs: The ability to shut down facilities for **two** additional days a month will save on energy. Our initial estimates are approximately \$20,000 per year.

There are anticipated challenges to this schedule:

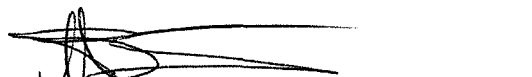
- Some citizens will be inconvenienced when City offices are closed every other Friday.
- Individual employees may have childcare/personal needs based upon an 8-to-5 schedule.

If the City Council is supportive of this recommendation, we would expect to initiate the schedule on March 7, 2011. The current furlough day which is the last Friday of the month will either be the third or fourth Friday depending how the pay period occurs within a given month. Our intent is to publish a complete schedule should the Council approve the request.

FISCAL IMPACT: Based on energy and related savings, we expect a \$20,000 annual savings, as well as additional minor savings in overtime.

FUNDING AVAILABLE: Not applicable.


Jordan Ayers, Deputy City Manager


Konradt Bartlam, City Manager

Attachment

City of Lodi Department

Work Schedule

Community Development

Administration	8 hour days
Building	8 hour days
Planning	8 hour days
Neighborhood Services	8 hour days

Electric Utility Department

Administration	9 hour days (9/ 80 work schedule)
Construction & Maintenance	9 hour days (9/ 80 work schedule)
Engineering & Operations	8 hour days
Field Services	8 hour days

Fire Department

Administration	8 hour days
Chief & Training Battalion Chief	8 hour days
Division Chief Fire Management	9 hour days (9/ 80 work schedule)
Firefighters	56 hour week
Line PC	56 hour week (3/4 shift)
Online Firefighter & Fire Management	56 hour week

Hutchins Street Square

Full- time Employees	8 hour day
Part-time Employees for events	Weekend and evening hours vary

Internal Services

Budget	8 hour days
Financial Services	8 hour days
Human Resources	8 hour days
Information Systems	8 hour days

Library

Administration	8 hour days
Director	8 hour days
Librarians	8 hour days

Parks & Recreation Dept.

Administration	8 hour days
Parks	8 hour days 6am-2:30pm (summer) 7am-3:30pm (winter)
Recreation	8 hour days

Department Work Schedules

Police Department

Administration/ Record	9 hour days (9/ 80 work schedule)
Operations/ Captains	8 or 9 hour days
Dispatcher	12 hour days (one 8 hour day bi-weekly)
Support Services	10 hour days (4/10 work schedule)
Detectives/ Officers	10 hour days (4/10 work schedule)
School Resource Officers	9 hour days (9/ 80 work schedule)
Animal Service Employees	8 or 9 hour days

Public Works

Administration	8 or 9 hour days
Engineering	8 or 9 hour days
Facility Services	8 hour days
Transportation	9 hour days (9/80 work schedule)
Streets	8 hour days

Municipal Service Center

Administration	8 hour days
Wastewater	8 hour days

Fleet Services

10 hour days (4/10 work schedule)

White Slough

Administration & Clerical Staff	8 hour days
Chief & Plant Operator	10 hour days (4/10 work schedule)
Environmental Compliance Inspectors	9 hour days (9/80 work schedule)
Plant Operator	10 hour days (4/10 work schedule)